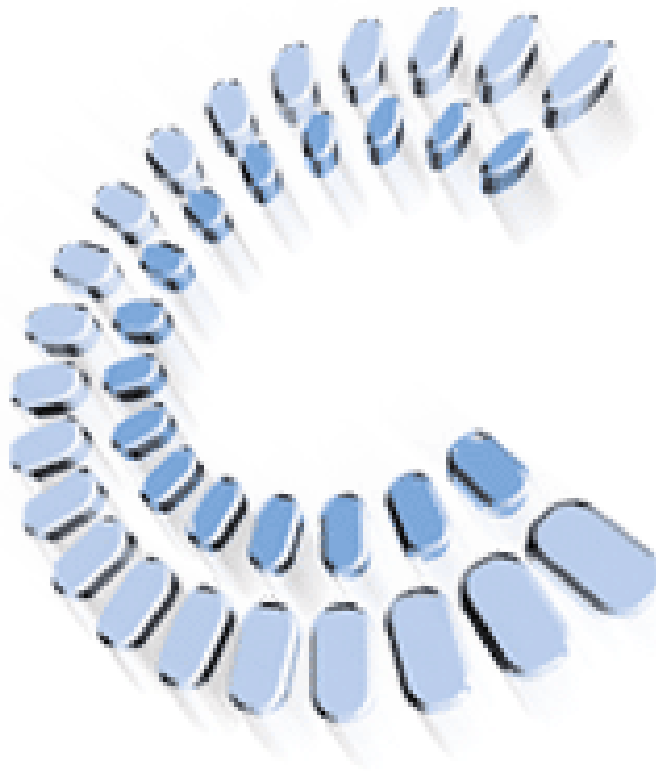


Constellations User Guide (Working with Forms)



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Draft A

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1 Introduction

Forms allow you to develop web pages that interact with your users, and allow them the opportunity to become more involved with your website.

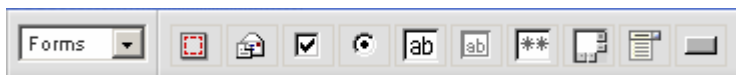
Forms are typically used to allow your users to make choices or to enter information. Some typical uses for forms are:

- To provide a feedback or enquiry form for a service or product, that requires the user to enter a variety of information such as their contact details and comments.
- A login form to a secure page.
- A search form to allow users to find specific products or information by using various criteria to either expand or narrow the search.
- As a means to modify or enter information into an online database, either for the purpose of administering an online database as an administrator or to enter selected information as a user. For example to provide a product review.
- To provide a decision point or clarification – for example, a simple form that asks “Are you sure your details are correct?”

Forms can be as simple as a button that needs to be clicked to a complex form with multiple text boxes, drop down lists, check boxes, buttons and so on.

Constellations not only provides a powerful set of tools to make form design easy, it also provides tools to allow you to integrate forms with your databases and a number of pre-defined or “quick” forms that will allow you to rapidly develop certain types of commonly used forms such as search forms and “mailer” forms that ask for user details to be entered.

2 Form Tools



Form – Creates a blank form into which all the other form tools can be added. As a minimum a form requires a **Button**.



Form Mailer – Is used to format and then email the contents of the form to the recipients listed in the mailer.



Check Box – Inserts a check box



Radio Button – Inserts a radio button



Text Field – Inserts a text field



Hidden Field – Inserts a hidden field. This field is identical to the text field except it is not visible on the web page. It is used to transfer information.



Password Field – Inserts a password field. This field is the same as the text field, except that as text is entered, asterisks are displayed in place of any characters entered.



Comment Box – Inserts a comment box



Select Box – Inserts a select box. Can be set to behave as either a drop-down list box or a list box.



Button – This is the only mandatory field in the form and is used to initiate an action such as a form submission.

2.1 Creating a form

The *Insert Form* is used to create a form. You can select a web page to go to on submission of the form. There is also a *Quick Form* option which is used to create commonly used forms such as “Contact Us” or “Feedback” forms.

When creating a form it is a good idea to create the page headers and other text first.

Constellations Version 3.8 -- Web Page Dial...

Insert Form

* Name

Action

The page you want this form to submit to

Target

Method

Keep as POST if you don't know what this means

Quick Form ☐ Show quick form options

OK Cancel

Once the form is created, you can then add any number of form controls as described later sections of this document. In general a table should be the first item to be inserted into the form to allow the form controls to be placed and formatted properly.

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Name	The Name field is mandatory.
Action	The Action field is used to select the web page to be displayed on submission of the form. It is created in exactly the same way that a hyperlink is created. See Section 3.6 for details.
Target	If frames are used, this field specifies the frame in which the form will be displayed.
Method	Post: this is the default value for this field. Get: TBA
Quick Form	Is used to create a “Quick Form” that has a number of pre-defined fields that are commonly used to create forms such as Contact Us, Feedback or Comment forms.

3 Mailer or Feedback Form

The mailer is used to create a form which is emailed to any number of recipients. A common use for this is to allow your visitors to request further information about your products or services.

Typically you will need to know some details about your visitor, such as their contact details, so that you can reply to their request. You will also need to let your visitor know that their request form has been submitted, which can be done by:

- Bringing up a web page confirming that the form has been emailed
- Sending an email to the visitor stating that the form has been emailed
- A combination of the above

The steps to create a mailer are:

- Create the mail form. Using the **Quick Form** feature is an easy way to do this.
- Insert the **Form Mailer**
- Format the **Form Mailer** and specify the recipient of the form. If more than one recipient is required, insert multiple **Form Mailers**
- If a confirmation email is to be sent to the visitor, insert a Form Mailer, using the visitor's email address for the **to email** field
- If a confirmation web page is required, create the page, then set the **Action** field of the form to the confirmation page

The **Quick Form** option of the **Insert Form** tool is used to create a general purpose "Contact Us" page, with a single "comments box" to allow visitors to enter whatever text they like.

Constellations Version 3.8 -- Web Page Dial...

Insert Form

* Name: form1

Action: [empty field] [icon]

The page you want this form to submit to

Target: [empty field]

Method: Post [dropdown]

Keep as POST if you don't know what this means

Quick Form ☒ Show quick form options

☒ Title	☒ Address 1
☒ Full Name	☒ Address 2
☒ First Name	☒ Suburb
☒ Surname	☒ State
☒ Company Name	☒ Postcode
☒ Email	☒ Country
☒ Phone	☒ Mobile
☒ Fax	☒ Comments

OK Cancel

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This is what the basic design of the “Contact Us” page looks like. We are now ready to insert a **Form Mailer**, which can be inserted anywhere in the form, but a good choice is the top left hand side of the form.

Contact Us

Constellations
123 Southern Cross Drive
Sydney NSW 2000
Tel: (02) 9999 1234
or you can send us an email:

First Name:
Surname:
Company Name:
Email: Required
Phone:
Mobile:
Fax:
Comments:

The **Settings** page of the **Form Mailer** is used to specify to whom the form will be mailed, who it is from and what it is about.

You may select any of the fields created within the form itself or enter your own text. When the **Quick Form** option is chosen, the fields names are pre-defined. These fields are displayed as {field_name}. You also have the option of typing any text you wish, eg, for the **To email** field, info@constellations.net.au has been entered.

Constellations Version 3.8 -- Web Page Dialog

Update Form Mailer

Below are the options that allow your form to be emailed. You can use the data entered in your forms by selecting the appropriate field names in the grey drop down boxes.

Record Emails: ☒

Priority: Normal

From Name: {first_name}

* From Email: {email}

To Name: info

* To Email: info@constellations.net.au

* Subject: Website request for information

first_name
surname
company_name
email
phone
mobile
fax
comments
submit
reset

Save Cancel

Constellations – Working with Forms

The **Text Email** page is used to create the body of the email – this option does not allow you to format the text. If you want to format the text then you should use the **HTML Email** page.

This page allows you combine text with any of the form fields. This example shows how to combine these two elements to make a “Contact Us” email that is easy to read.

Constellations Version 3.8 -- Web Page Dialog

Insert Form Mailer

Below are the options that allow your form to be emailed. You can use the data entered in your forms by selecting the appropriate field names in the grey drop down boxes.

Form elements to use: **Select field to use in message**

{first_name} {first_name}
of {company_name}

Tel: {phone}
Fax: {fax}
Mobile: {mobile}
email: {email}

Has made the following comments:
{comments}

Select field to use in message

- first_name
- surname
- company_name
- email
- phone
- mobile
- fax
- comments
- submit
- reset

OK Cancel

The Form Mailer icon  indicates that a mailer has been created for the form.

 First Name :

 Surname :

 Company Name :

 Email :

 Phone :

Constellations – Working with Forms

This shows what the final web page looks like, and the steps taken are the minimum required for a mailer. However, it would be a good idea to let the visitor know that the email has been sent.

Contact Us

Constellations

123 Southern Cross Drive
Sydney NSW 2000

Tel: (02) 9999 1234

or you can send us an email:

First Name :		
Surname :		
Company Name :		
Email :		Required
Phone :		
Mobile :		
Fax :		
Comments :		
Submit Reset		

To send the visitor a confirmation email, a second Form Mailer is inserted, as per this example, which in this case the To Email address is the visitors'.

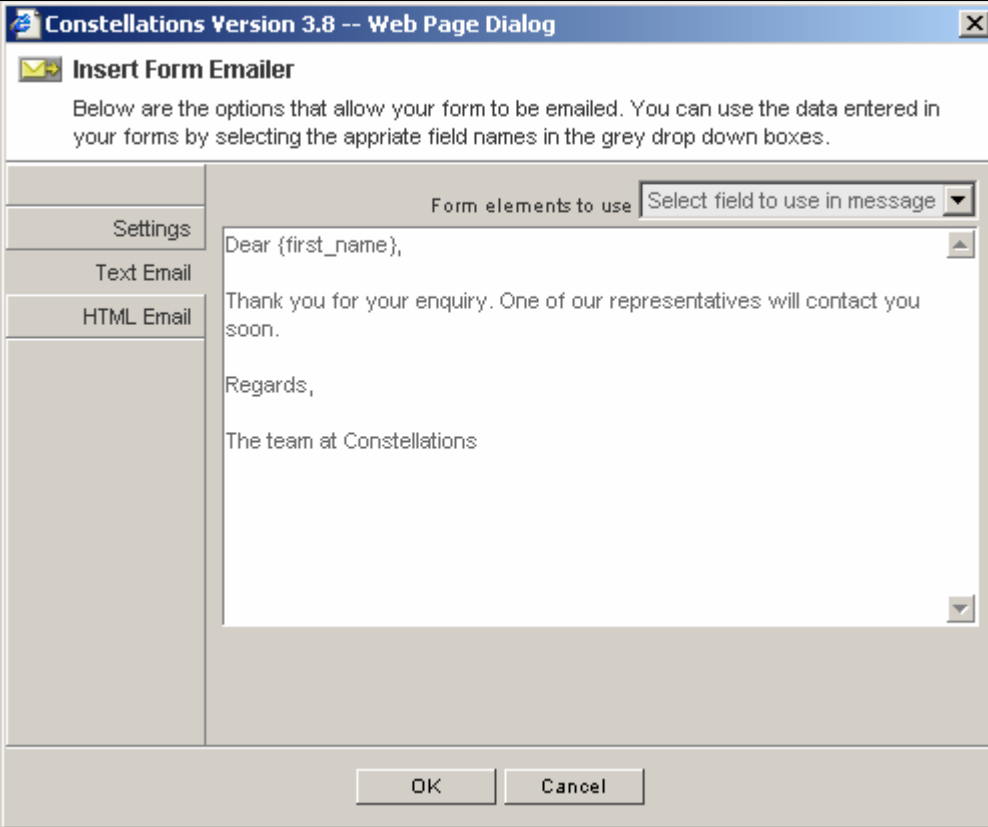
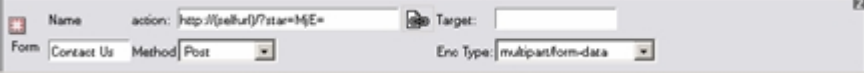
Constellations Version 3.8 -- Web Page Dialog

 **Insert Form Mailer**

Below are the options that allow your form to be emailed. You can use the data entered in your forms by selecting the appropriate field names in the grey drop down boxes.

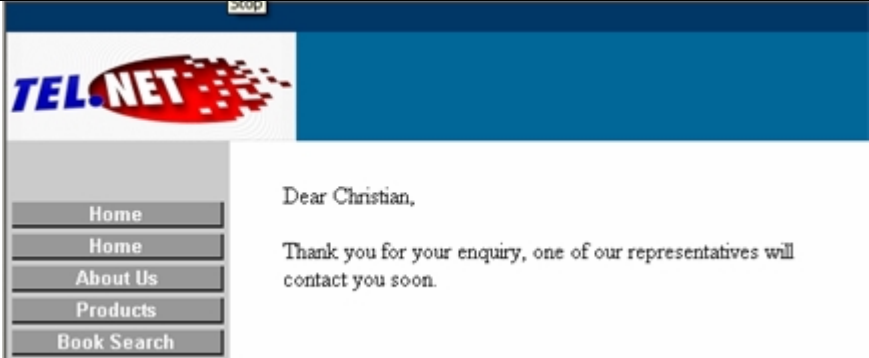
Settings	Record Emails ☒
Text Email	Priority Normal
HTML Email	From Name Info@constellations
	* From Email : info@constellations.net.au
	To Name : {first_name}
	* To Email : {email}
	* Subject Constellations' thanks you for your

Constellations – Working with Forms

Of course you also need to create a thank you message for the main body text.	
A web page is also created to display a confirmation message on submission of the form. To personalise the submission confirmation page, the <code>first_name</code> field from the form is passed via URL to the web page. To do this, we insert the dynamic data type Values passed through form – see Section TBA for details. As seen in this example the tag <code>post{first_name}</code> is used to retrieve the first name from the submission form.	Dear post{ first_name}, Thank you for your enquiry, one of our representatives will contact you soon.
To link to this page from the form, the action property is used to select the web page to be displayed when the form is submitted.	

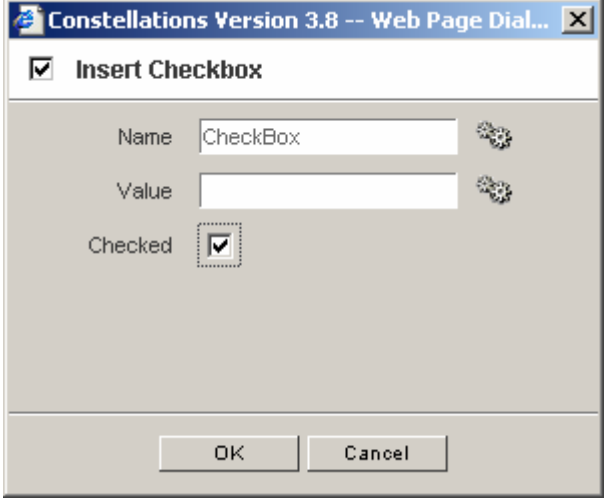
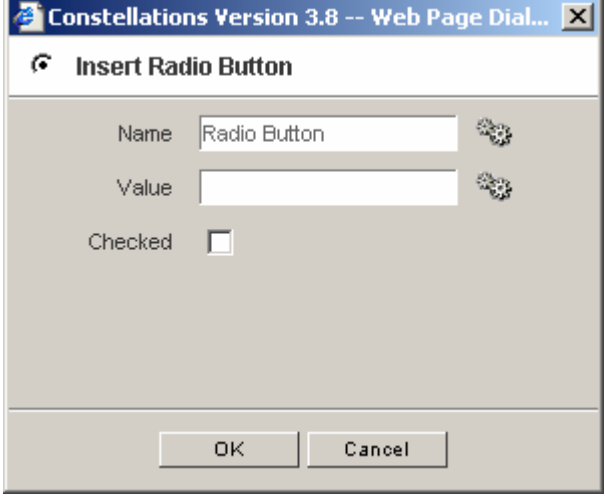
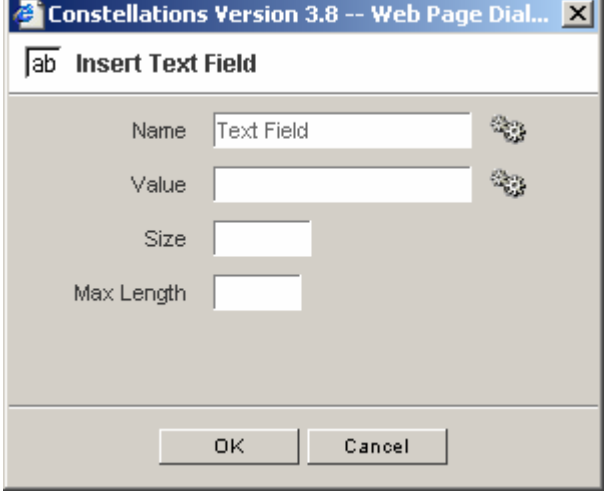
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This example shows the submission confirmation page that has been personalised to display a thank you message.

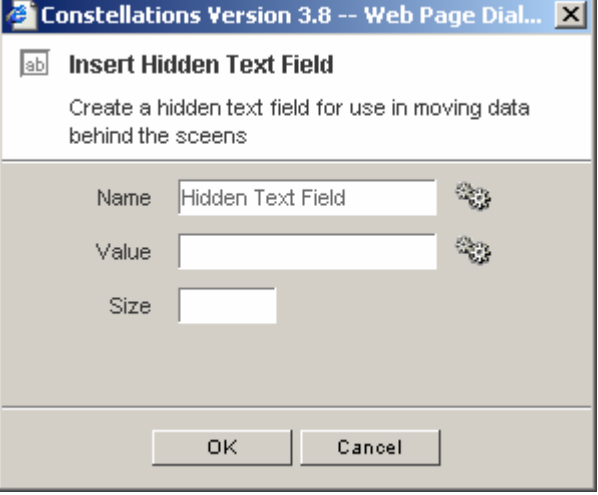
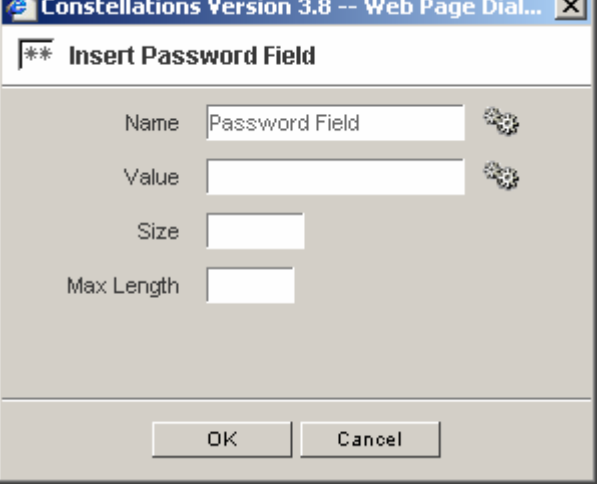
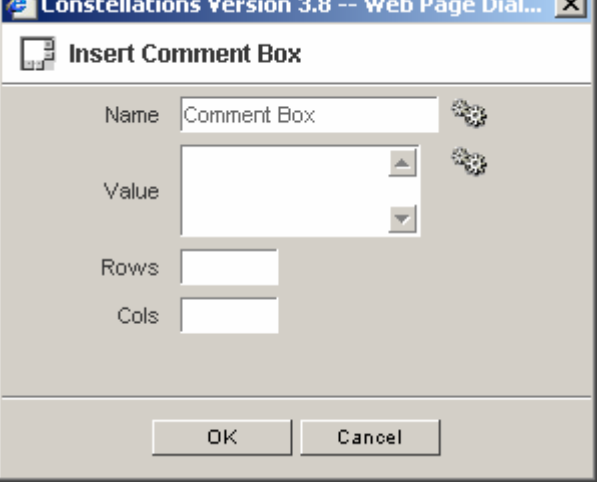


4 Form Controls

The following are the controls that are used to place form elements into a web page in Constellations.

 Insert Checkbox – is used where there are only two choices available, such as Yes/No or True/False. There is the option of setting the default value to Checked or Not Checked.	 The dialog box titled "Constellations Version 3.8 -- Web Page Dial..." shows the "Insert Checkbox" option selected. It contains fields for "Name" (set to "CheckBox"), "Value" (empty), and a "Checked" checkbox which is checked. There are "OK" and "Cancel" buttons at the bottom.
 Insert Radio Button – is used where only one of small number of “multiple choices” can be made.	 The dialog box titled "Constellations Version 3.8 -- Web Page Dial..." shows the "Insert Radio Button" option selected. It contains fields for "Name" (set to "Radio Button"), "Value" (empty), and a "Checked" checkbox which is unchecked. There are "OK" and "Cancel" buttons at the bottom.
 Insert Text Field – is used to enter a single line of text. Size specifies the width of the text field in characters. Eg. A size of 10 is characters wide. Max length is the maximum number of characters that can be entered.	 The dialog box titled "Constellations Version 3.8 -- Web Page Dial..." shows the "Insert Text Field" option selected. It contains fields for "Name" (set to "Text Field"), "Value" (empty), "Size" (empty), and "Max Length" (empty). There are "OK" and "Cancel" buttons at the bottom.

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 Insert Hidden Text Field – This Text Field is not displayed on the final web page and is used only to transfer data from the form to a subsequent web page. It is typically used to transfer dynamic data between pages.	 Insert Hidden Text Field Create a hidden text field for use in moving data behind the scenes Name Hidden Text Field Value Size OK Cancel
 Insert Password Field – is used to create a password field. See the Members Tools section for details on this field.	 Insert Password Field Name Password Field Value Size Max Length OK Cancel
 Insert Comment Box – is identical in operation to the Text Field except that you can specify the height and width of the box for text entry.	 Insert Comment Box Name Comment Box Value Rows Cols OK Cancel

Constellations – Working with Forms

 **Insert Select Box** – is used where a single or multiple selections are to be made from a list. In this example, a list of Australian states is created which can be used to enhance the operation of the **Quick Form**.

New items are added by clicking on “+”
Items are deleted from the list by clicking on “-“



Insert Select Box

Name:

Height:

Leave blank for dropdown box

Required As:

Multiselect: ☐

Options:

- NSW
- NT
- QLD
- SA
- TAS
- VIC
- WA

up down - + modify

Copy: ☒

OK Cancel

 **Insert Button** – is used to insert a button on the form.

Label is text that appears on the button itself
Submit is used to submit the form and
Reset clears all values on the form or sets them to their default value.



Insert Button

../C4_toolbar_images/form_button.gif

Name:

Label:

Button Type:

- ☐ None
- ☒ Submit
- ☐ Reset (clear form)

OK Cancel

5 Search Form

Constellations' search forms are used in combination with the ***Database Tools*** to specifically search for data in your databases. They are not designed as a general purpose search facility such as a "Google web Search" for example.

5.1 Login Form and other specialised forms

The Members Tools section provides details on the use of specialised forms related to the use of login forms and secure pages.